



BOARD OF DIRECTORS

Coryell County Appraisal District

POLICY MANUAL

Reviewed and Amended January 19, 2006

ARTICLE I

Officers

ELECTION, TERM, AND COMPENSATION The swearing in of newly elected Board members will take place on the first working day of the year, after an election. The Board shall elect a chairman and a secretary at the first meeting of the Board each calendar year [Sec. 6.04 (a)]. Board members may not be compensated for service on the Board but may receive reimbursement for actual and necessary expenses incurred in the performance of their duties [Sec.6.04 (c)].

CHAIRMAN The Chairman shall preside over all meetings of the Board. The Chairman must co-sign all checks issued by the District with the Secretary of the Board unless the Board authorizes the Chief Appraiser to sign checks [Sec.6.06 (f)]. The Chairman shall call special meetings of the Board [Sec. 6.04 (b)]. The Chairman has the authority to appoint chairmen and members of standing and/or special committees when necessary. The Chairman shall have such other powers and duties as may from time to time be prescribed by the Board.

SECRETARY The Secretary shall attend all meetings of the Board and record all of the proceedings in a minute book to be kept for that purpose. The Secretary shall give notice of all meetings of the Board, will act as Chairman in the absence of the Chairman and shall perform such other duties as may be prescribed by the Board. The Secretary shall co-sign all checks with the Chairman unless the Board authorizes the Chief Appraiser to sign checks [Sec. 6.06 (f)].

VACANCIES Should the office of Chairman or Secretary become vacant the new Chairman or Secretary shall be elected by a majority vote of the Board of Directors at its next regular meeting.

ARTICLE II

Meetings of the Board of Directors

PLACE Meetings of the Board, regular, special or emergency, must be held within the District's boundaries at a public place. The place of the meetings shall be set by the Chairman, unless set by a vote of the members of the Board.

REGULAR MEETINGS Regular meetings shall be held, upon notice, at 3:00 p. m. on the third Thursday of each month or as determined by the Board. The Board must meet at least four (4) times annually.

BILLS AND MINUTES Questions relating to approving bills or minutes may be directed to the Chief Appraiser prior to the Board Meeting in order to expedite the obtaining of information needed to properly answer the questions.

SPECIAL MEETINGS Special meetings of the Board may be called by the Chairman of the Board [Sec. 6.04 (b)]. Special meetings must be called by the Chairman or Secretary upon written request of at least Two (2) voting members of the Board.

QUORUM At all meetings of the Board a majority of the voting members of the Board shall constitute a quorum for the transaction of business [Sec.6.04 (a)]. The action of a majority of the voting Directors present at any meeting at which there is a quorum shall be the action of the Board.

RULES Meetings of the Board shall be conducted generally in accordance with Robert's Rules of Order.

BUDGET HEARINGS Each year the Board shall prepare a budget in accordance with Section 6.06 of the Property Tax Code. The Board may meet before the dates prescribed by statute to estimate the amount of money required for the next fiscal year. The Board shall notify all taxing jurisdictions of the meetings in which formal budget estimates are to be prepared. Once the Board has completed its budget estimates, the Secretary shall notify all taxing jurisdictions participating in the District of the amount of payment due if the Board subsequently adopts the estimate as its official budget.

APPRAISAL DISTRICT BOARD MEETINGS Every meeting of the Board shall be open to the public. The Board may enter into closed or executive session, as provided by law.

THE AGENDA The agenda items for meetings of the Board will be set by the Chairman or by two (2) or more members of the Board. The Board chairman will be made aware of all agenda items in advance of the agenda being set. Written notice of the date, hour, place and subject (agenda) of each meeting of the Board shall be given as follows:

An official notice of the meeting will be furnished to the Secretary of the State on their electronic submission form to be posted in the office of the Secretary of State. This notice will be executed at least seventy two (72) hours prior to the scheduled meeting per requirement of Secretary of State.

An official notice of the meeting will be furnished to the County Clerk of Coryell County to be posted at least seventy-two (72) hours prior to the meeting. Agenda's will also be furnished to the County Clerk of Bell, Hamilton, Lampasas, and McLennan Counties via Fax as prescribed by law.

In the case of an emergency or urgent public necessity, notice will be posted at least two (2) hours before the meeting is convened on the door of the District's office.

In case of an emergency meeting, notice shall be given to any news media when a request has been filed in accordance with law.

No action shall be taken at a meeting on a subject which was not stated on the agenda in the notice and posted for that meeting. However, the requirement for notice does not apply to specific factual information or recitation of existing policy furnished in response to an inquiry made at such meeting by the general public or a member of the Board. Any deliberation, discussion, or decision with respect to the subject about which such inquiry was made shall be limited to a proposal to place such subject on the agenda for a subsequent meeting for which notice is provided as required by law.

VOTE No vote shall be taken by secret ballot.

TIME The time for special and emergency meetings of the Board shall be as stipulated in the notice for the meeting.

CHIEF APPRAISER The Chief Appraiser must be notified of all agenda items.

EMERGENCY MEETINGS Emergency meetings shall be called only for bona fide emergencies which cannot reasonably be postponed until a special or regular meeting.

PUBLIC APPEARANCE A person may appear before the Board in order to make brief remarks during the "Public Comments" at a regular meeting.

However, in order for the Board to act a person should first confer with the Chief Appraiser as to the nature of the concern and then submit in writing a request to be placed on the agenda. The Chairman of the Board shall be responsible for enforcing this policy.

EXECUTIVE SESSIONS As conditions warrant, and in conformity with the requirements of the law, the Board of Directors may recess to an executive session which shall be open to individuals specified by the Chairman of the Board of Directors. An executive session may be called by the Board Chairman or by a majority of the voting members of the Board of Directors.

ARTICLE III

General Provisions

AMENDMENT These rules may be altered, amended or repealed and new rules adopted by the Board at any meeting of the Board at which a quorum is present, provided notice of the proposed alteration is contained in the notice of the meeting.

NOTICE Any notice to a member of the Board may be in writing or telephone. Email may also be used if authorized to do so by the member.

MINUTES Minute's shall be kept of all proceedings of the Board and shall be kept in the possession of the Appraisal District. If the Secretary is not present at any meeting of the Board, the presiding officer shall designate another member to be responsible for keeping the minutes at that meeting. The actual recording and transcription of the proceedings of any meeting may be delegated to district staff.

PURCHASES Before purchasing any item of five thousand dollars (\$5,000) or more the District shall advertise for bids and submit the bids to the Board of Directors for consideration. Professional services are not required to be bid but must be submitted to the Board of Directors for approval.

CHECKS The Chief Appraiser is authorized to sign any check for the purpose of purchasing goods and services included in the approved budget. The Board Chairman must be notified in advance, by email or other means, of any checks in excess of \$5,000.

BOARD POLICY DEVELOPMENT No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

The Board shall designate one copy of the policy manual as the Official Policy Manual of the District. The official copy shall be kept in the District's office, and the Chief Appraiser or designee shall be responsible for its accuracy and currency. If discrepancies occur among different copies of the manual distributed throughout the District, the version contained in the Official Policy Manual shall govern.

BOARD POLICES Board policies shall consist of written statements officially adopted by the Board of Directors to serve as guidelines for administrative action.

The statement should be specific enough to give clear direction and guidance to the Chief Appraiser and staff but broad enough to allow for the use of administrative skills and discretion in decision making. The affirmative vote of a majority of Board Members shall be necessary to effect the adoption of, additions to, changes in, or deletions from policies.

The adoption of a policy shall be recorded in the minutes of the Board of Directors and only those written statements so adopted and so recorded shall be regarded as Official Board Policy.

BOARD MEMBER AUTHORITY Board Members have no authority except when functioning as a member of the Board in an official meeting. No individual member of the Board may exercise authority with respect to the operation of the District or services of District employees by virtue of his status as Board Member. The Board chairman shall at all times be the official spokesperson for the Board.

BOARD MEETINGS-ORDER OF BUSINESS An Agenda packet providing the agenda and supporting documents shall be mailed, or delivered within five business days of the next scheduled regular meeting. The Agenda for meetings of the Board of Directors shall be ordered in the following sequence:

1. Call to Order
2. Determination of a Quorum
3. Public Comments
4. Consider Approval of Minutes
5. Consider Approval of Payment of Bills
6. Information Items
7. Action Items
8. Adjournment

The Board Chairman or person chairing the Board Meeting, either at his or her own request, or the request of the Chief Appraiser or another Board Member, may announce at the public meeting that there will be a change in the Board Agenda. The items listed in sequence on the posted Board Agenda may be rearranged to fully utilize the time of the Board and public in attendance at the Board Meeting. It is further understood that any Board Member may request factual information from the Chief Appraiser at any meeting of the Board.

BOARD MEETINGS-DISCUSSIONS Discussions should be addressed to the Chairman of the Board of Directors and then to the entire membership of the Board. Discussion shall be directed solely toward the business currently under deliberation, and the Board Chairman shall halt discussion (1) which does not apply to the business before the Board, or (2) if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the Chairman shall not interfere with discussion as long as members wish to address themselves to an item under consideration.

BOARD MEETINGS-BROADCASTING AND TAPING Any part of a Board Meeting, except an executive session, may be recorded by any person in attendance by means of a tape recorder or any other means of sonic or video reproduction.

INTERPRETERS The district will provide an interpreter at a meeting if a person who does not speak English or communicates by sign language, notifies the Chief Appraiser at least two (2) business days before the meeting. The person must indicate that he or she desires to address the Board and is unable to provide an interpreter [Sec. 6.04 (e)].

ACCESS BY DISABLED PERSON The Appraisal District and the meeting room are wheelchair accessible. Any person who requires additional assistance for entry or access should notify the Chief Appraiser in writing at least two (2) business days before the meeting [Sec. 6.04 (e)].

COMPLAINTS All complaints filed with the Appraisal District in writing will be answered by the Board at the Board meeting or in writing at a later date. The complainant will be notified at least quarterly of the status of the complaint until resolved, unless notice would jeopardize an undercover investigation. The Chief Appraiser will keep files regarding complaints on behalf of the Board.